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30 January 1958

2008 Qtrs. Eye

THRU : Records Management Branch, Rm. 567, 1717 H. St.  
Chief, Administration and Training Staff

Open Shelf Filing Equipment

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1. In accordance with verbal and telephone conversations between Mr. [redacted] attached hereto is a requisition for open shelf filing equipment to be installed in the secure area to be constructed in Wing 1300, Eye Building.

2. It is understood that the cost of this equipment will not be charged to the Office of Security. In exchange, however, this office will release twelve (12) four drawer, filing cabinets combination lock, in good working condition. These safes will be turned in to Logistics when this office moves to Wing 1300, which will be approximately 1 March 1958. The shelving should be ordered now, however, and held in stock until such time as the secure area is completed.

3. The estimated cost of the attached requisition is approximately \$800.00 including installation costs.

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